

The Commonwealth of Kentucky



**kynect**  
benefits

**SNAP E&T**  
**Quick Reference Guide**  
**Activities**





**This Quick Reference Guide is designed to help SNAP E&T Participants report, view, and edit their Activities.**

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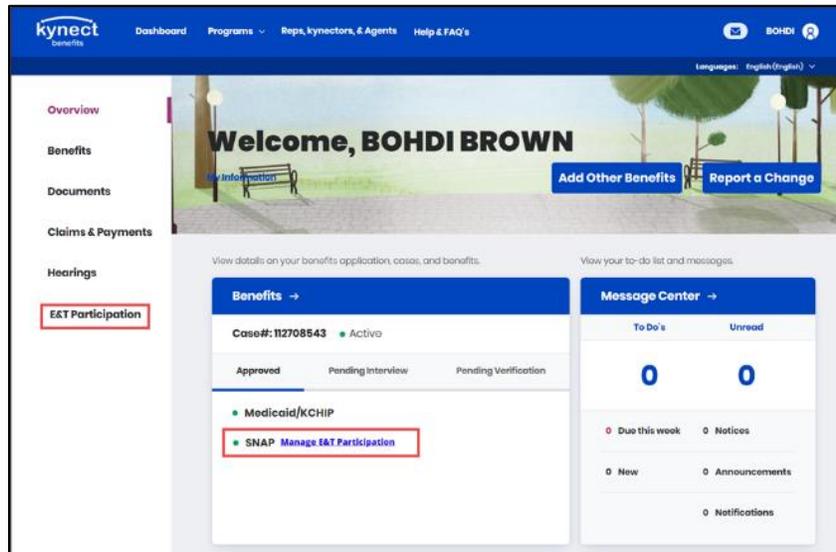


**Please Note:** Participants who still need help after referencing this Quick Reference Guide can call **(855) 306-8959** for additional assistance.

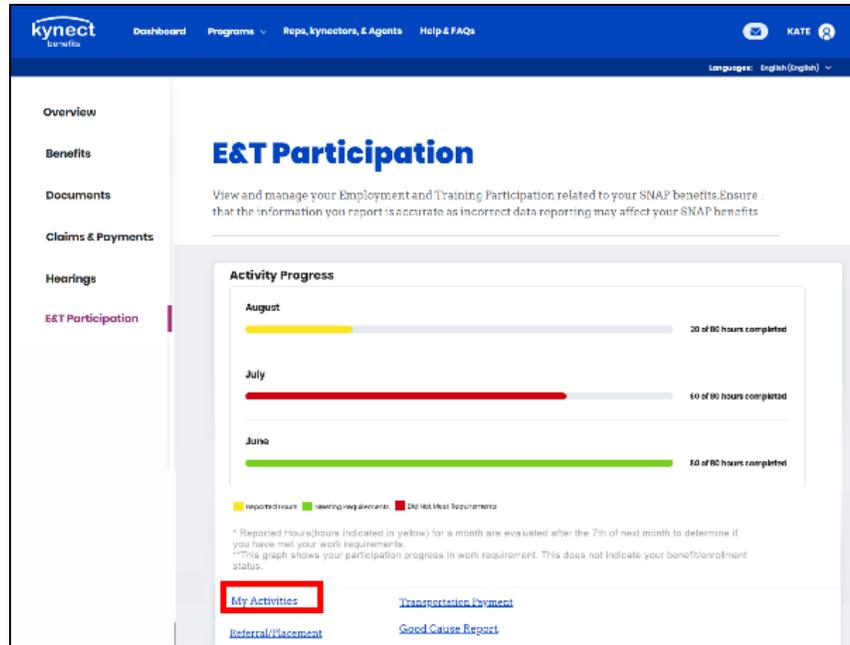
## Activity Reporting

SNAP E&T Participants are required to report SNAP E&T Activity monthly. Reporting monthly SNAP E&T Activity helps Participants receive the full benefits of the E&T program. This guide shows Participants how to report, view, and edit SNAP E&T Activities in **kynect benefits**.

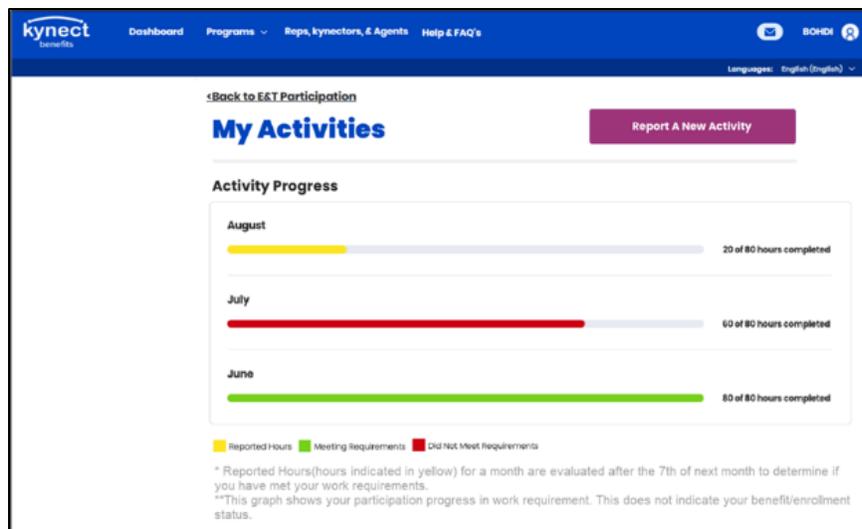
### Steps to Report Activities



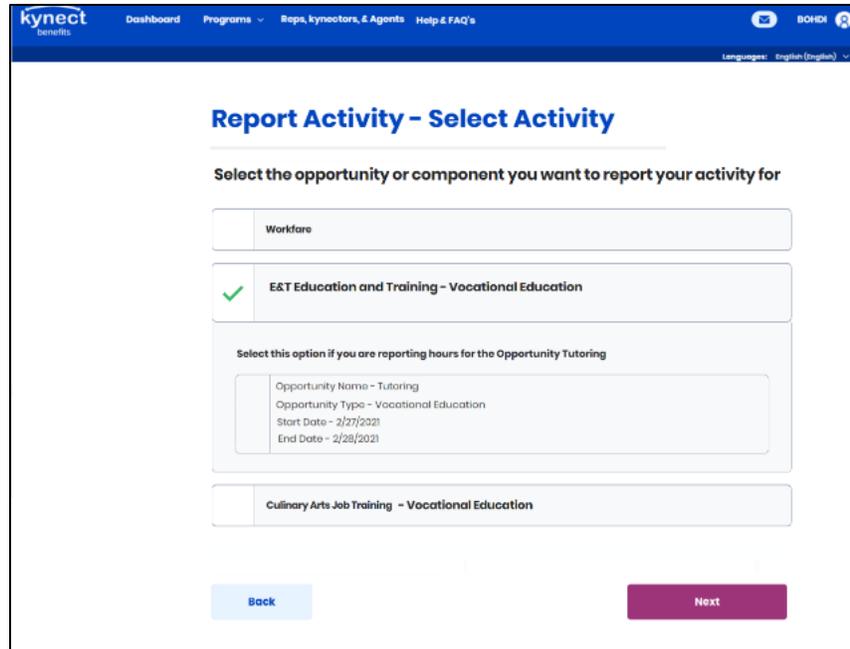
1. Navigate to the **kynect benefits** Resident Dashboard.
2. Click on the “E&T Participation” link from the Benefits tile or from the side menu to access the E&T Participation Screen.



3. Click “My Activities” at the bottom of the E&T Participation screen to go to the My Activities screen. The My Activities screen shows the hours completed for the current and previous two months. It also shows a summary of reported Activities.



4. Click the “Report a New Activity” button at the top of the My Activities screen to report an Activity. This action opens the Select Activity screen.

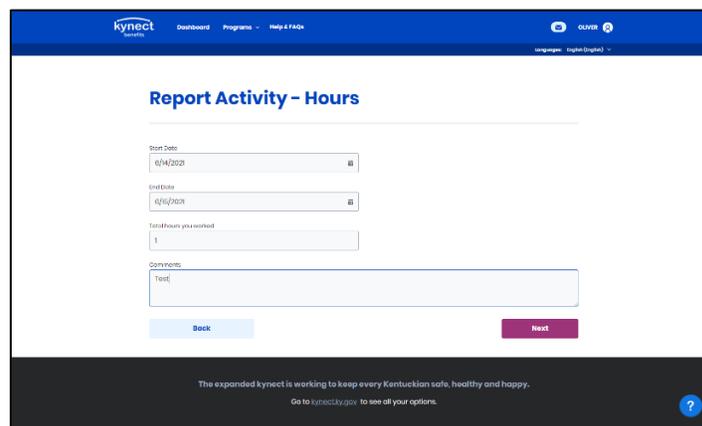


5. Select the type of Activity you wish to report on the Select Activity screen. All active Referral Placements are shown for the current month. Active Referral Placements from the previous month are shown until the 7th of the current month.



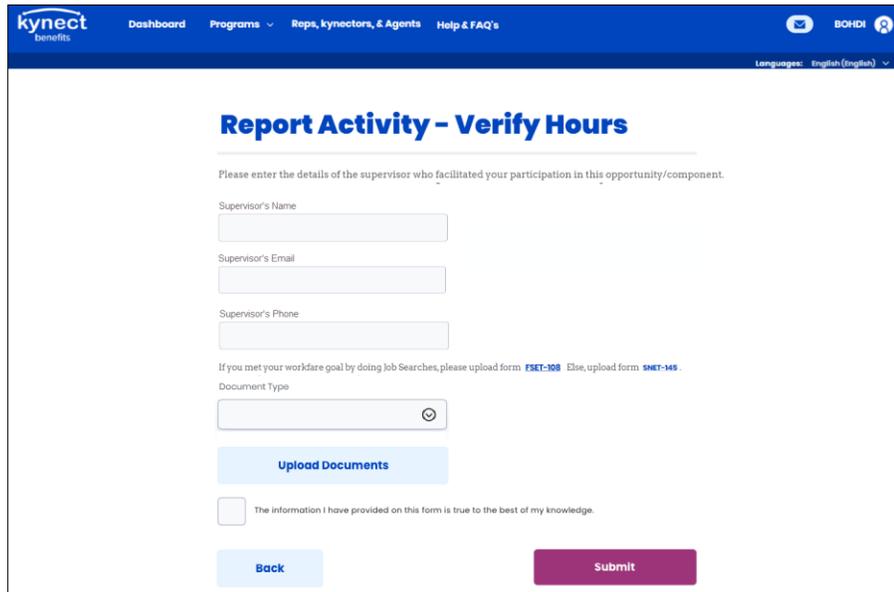
**Please Note:** Activities may be reported for a month until the 7<sup>th</sup> of the next month.

6. Click “Next” to go to the Report Activity Hours screen.



7. Select the “Activity Start Date” and “Activity End Date” from the calendar icon.
8. Enter the total hours worked in the “Total hours you worked” field and include any comments about the hours worked on the Report Hours screen.

9. Click the “Next” button to continue to the Verify Hours screen.

A screenshot of a web application interface. At the top is a blue navigation bar with the "kynect benefits" logo on the left and "Dashboard", "Programs", "Reps, Kynectors, & Agents", and "Help & FAQ's" on the right. Below the navigation bar is a white content area with the heading "Report Activity - Verify Hours". A sub-heading reads "Please enter the details of the supervisor who facilitated your participation in this opportunity/component." Below this are three input fields for "Supervisor's Name", "Supervisor's Email", and "Supervisor's Phone". A note states: "If you met your workfare goal by doing Job Searches, please upload form [FS&T-308](#) Else, upload form [SNET-145](#)". Below this is a "Document Type" dropdown menu. A blue "Upload Documents" button is positioned below the dropdown. At the bottom of the form is a checkbox with the text "The information I have provided on this form is true to the best of my knowledge." To the left of the checkbox is a light blue "Back" button, and to the right is a purple "Submit" button.

10. Verify your Activity hours by entering your Supervisor’s Name, Email, and Phone Number on the Verify Hours screen. These fields may be filled in already depending on the Opportunity.

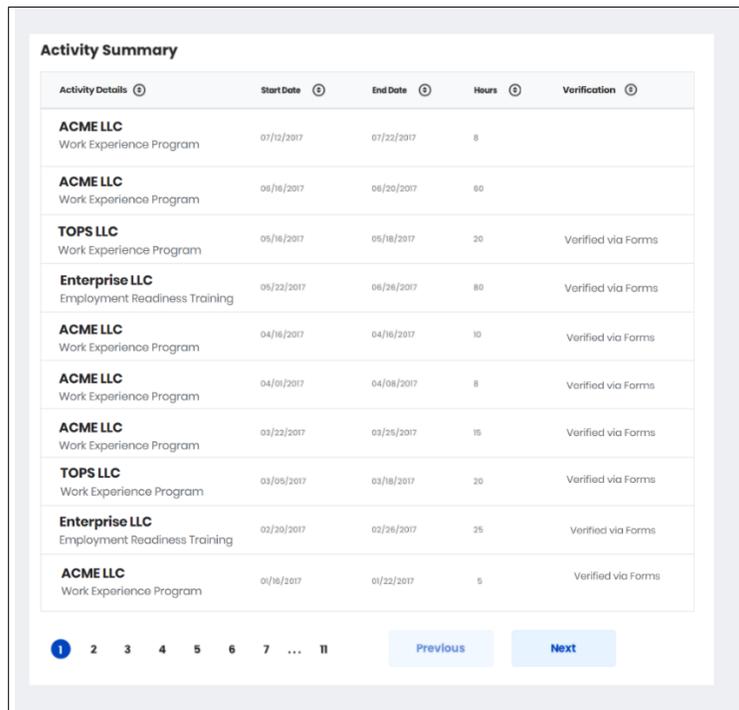
11. Upload any documents (e.g. SNET-145 or a sign-in sheet) by clicking the “Upload Documents” link.

12. Submit the Activity by checking the “Consent Checkbox” and clicking “Submit.”

## Steps to View and Edit Activity Details

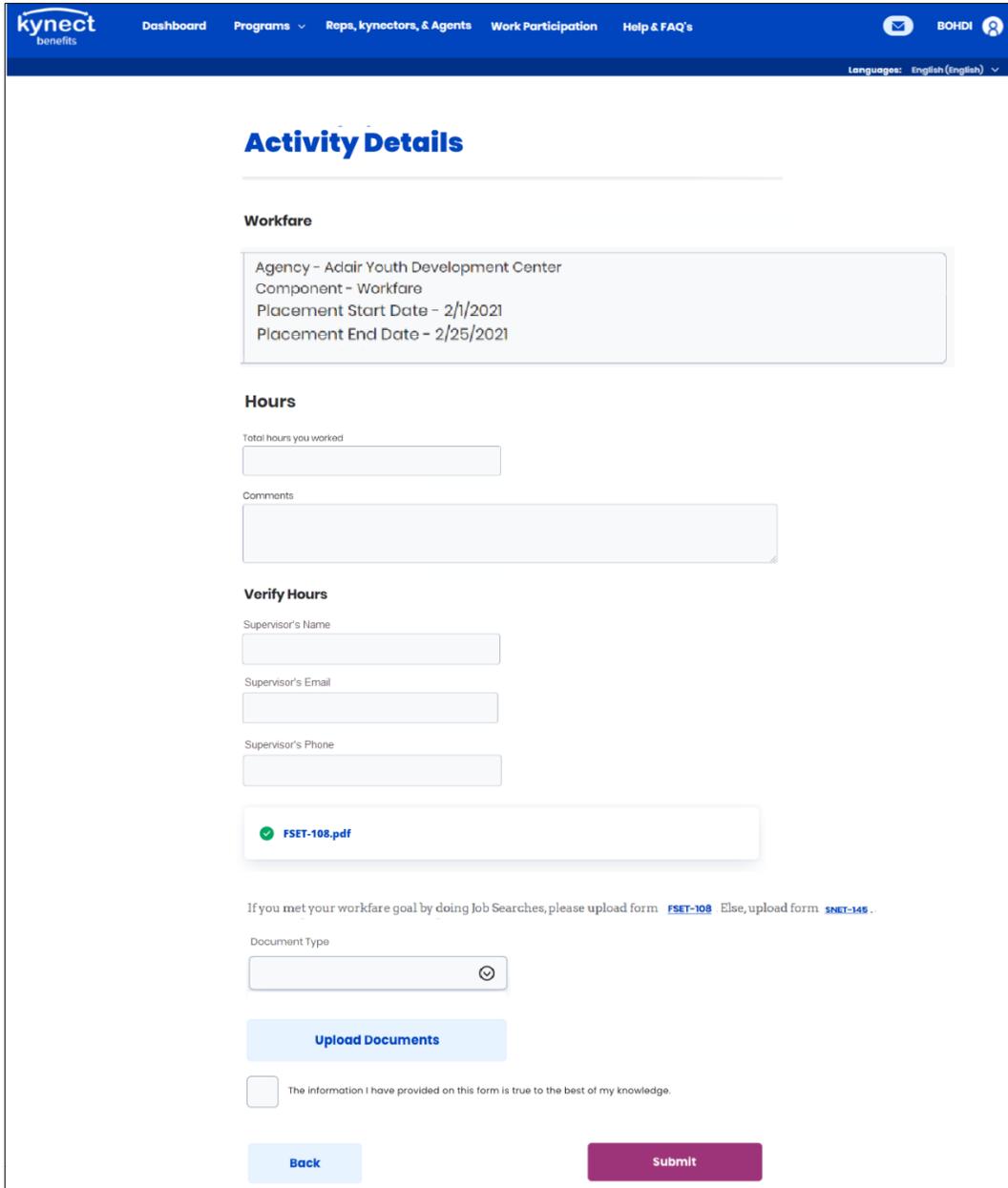
The Activity Summary section of the My Activities screen displays a summary of all Activities reported for your E&T hours. Specifically, it displays:

- ✓ Activity Details (Agency, Component)
- ✓ Start and End Dates
- ✓ Hours
- ✓ Verification Status



Activity Details	Start Date	End Date	Hours	Verification
<b>ACME LLC</b> Work Experience Program	07/12/2017	07/22/2017	8	
<b>ACME LLC</b> Work Experience Program	06/16/2017	06/20/2017	60	
<b>TOPS LLC</b> Work Experience Program	05/16/2017	05/18/2017	20	Verified via Forms
<b>Enterprise LLC</b> Employment Readiness Training	05/22/2017	06/26/2017	80	Verified via Forms
<b>ACME LLC</b> Work Experience Program	04/16/2017	04/16/2017	10	Verified via Forms
<b>ACME LLC</b> Work Experience Program	04/01/2017	04/08/2017	8	Verified via Forms
<b>ACME LLC</b> Work Experience Program	03/22/2017	03/25/2017	15	Verified via Forms
<b>TOPS LLC</b> Work Experience Program	03/05/2017	03/16/2017	20	Verified via Forms
<b>Enterprise LLC</b> Employment Readiness Training	02/20/2017	02/26/2017	25	Verified via Forms
<b>ACME LLC</b> Work Experience Program	01/16/2017	01/22/2017	5	Verified via Forms

1. To view or edit Activity Details, navigate to the My Activities screen.
2. Click the name of the Activity in the Activity Summary section to open the Activity Details screen.



**Activity Details**

**Workfare**

Agency - Aclair Youth Development Center  
Component - Workfare  
Placement Start Date - 2/1/2021  
Placement End Date - 2/25/2021

**Hours**

Total hours you worked

Comments

**Verify Hours**

Supervisor's Name

Supervisor's Email

Supervisor's Phone

FSET-108.pdf

If you met your workfare goal by doing Job Searches, please upload form [FSET-108](#) Else, upload form [SNET-145](#).

Document Type

**Upload Documents**

The information I have provided on this form is true to the best of my knowledge.

**Back** **Submit**

3. Change any details that need to be updated, upload any new documents, and check the “Consent Checkbox” to edit Activity details. Residents may only edit Activities before the 7<sup>th</sup> of the month following the Activity date and before they are verified in kynect ability.
4. Click the “Submit” button to confirm the edits or upload.